

MINUTES OF THE CROCKETT CITY COUNCIL MEETING HELD ON THE 20<sup>th</sup> DAY OF APRIL 2009 IN THE CITY HALL COUNCIL CHAMBERS, LOCATED AT 200 NORTH FIFTH IN THE CITY OF CROCKETT, HOUSTON COUNTY TEXAS AT 6:00 P.M.

THE COUNCIL MET IN REGULAR SESSION WITH THE FOLLOWING MEMBERS PRESENT: WAYNE MASK, JAMES HALL, DARIUS KITCHEN, NATHAN GARDNER, JACKIE JONES & BILL HOLCOMB. CITY OFFICIALS PRESENT: CITY ADMINISTRATOR RONALD DUNCAN, CITY SECRETARY MITZI THOMPSON, INTERIM POLICE CHIEF MICHAEL MCKAY AND FIRE CHIEF DARRELL DECKARD.

1. OPEN MEETING WITH INVOCATION AND PLEDGE

Mayor Mask called the formal session open. Mayor Mask gave the invocation and all joined in the pledge.

2. RECOGNITION OF VISITORS

Mayor Mask recognized all visitors present.

3. APPROVAL OF MINUTES: REGULAR MEETING – MARCH 16, 2009

Council member Kitchen made a motion to approve the minutes of the March 16, 2009 Regular Meeting. Council member Hall seconded the motion. Motion passes 4-0. (Mayor Pro Tem Holcomb not present at this time)

4. REPORTS: MAYOR:

A) HOUSTON COUNTY DAY AT THE TEXAS LEGISLATURE

Many members from Houston County met in Austin to participate in Legislative Day and were recognized on the Senate and House Floor.

5. REPORTS: CITY ADMINISTRATOR:

A) 2009 HOME PROGRAM UPDATE

(Mayor Pro Tem Holcomb arrived at this time) The Request for Proposals for grant management services to handle the Home Program grant is now being advertised.

B) HURRICANE IKE RECOVERY PROGRAM UPDATE

The city is currently in the application period; based on a meeting with ORCA, a draft plan has been developed, which includes a proposed shelter addition at the civic center and several generators that would enable the city to be self sufficient in an emergency.

C) STIMULUS/TWDB FUNDING UPDATE

The city has received a letter from Texas Water Development Board stating that there is a possibility to receive funding under one of their programs and the City may be eligible for funding through the Recovery Act.

#### D) ELECTION REMINDER

Mr. Duncan reminded citizens to come out and vote. Early voting starts April 27 and ends May 5, 2009. Election Day is May 9, 2009.

#### 6. POLICE DEPARTMENT MANPOWER & CRIMINAL INCIDENT REPORT FOR MARCH

Interim Police Chief McKay reported for the time period of April 1, 2009 thru April 15, 2009; 15 total manpower, 0 reserve manpower, 1318 total manpower hours, 0 total reserve manpower hours, 411 total calls, 11 total accidents. A breakdown of the criminal reports is included in the packets.

#### 7. FIRE DEPARTMENT MONTHLY ACTIVITY AND STATUS REPORT FOR MARCH

Fire Chief Deckard reported for the month of March the following: 34 total calls. A breakdown is included in the packets.

#### 8. CONSIDER AND APPROVE STANDARD SUB-LEASE AGREEMENTS FOR LEASING OF CITY OF CROCKETT'S BASEBALL AND SOFTBALL FIELDS TO PARTIES/LEAGUES OTHER THAN CROCKETT MERCHANTS LITTLE LEAGUE OR CROCKETT MERCHANTS GIRLS SOFTBALL

City Administrator Duncan stated that there are a number of baseball/co-ed softball events after regular play and these agreements will protect the leagues that have leases on file. This document will hold them to the same standards as the leagues and will also protect the City's interest. Mayor Pro Tem Holcomb made a motion to approve the standard sub-lease agreements for leasing of City of Crockett's Baseball and Softball fields to parties/leagues other than Crockett Merchants Little League or Crockett Merchants Girls Softball. Council member Kitchen seconded the motion. Motion passes 5-0.

#### 9. CONSIDER AND APPROVE A RESOLUTION AUTHORIZING EXECUTION OF TRANSFER OF FUNDS (WIRE TRANSFER) AGREEMENTS

Mr. Duncan explained that the document is a boiler plate document from the city's depository which places requirements on wire transfers. Signators for wire transfers have to be stated on this document, by our City Charter and procedures at City Hall no wire transfers are done without two signatures. Wire transfers are only done to make bond payments in accordance with the budget. Council member Hall stated he would like to see a paper trail for these transactions to comply with the City Charter Section 6.02. Mr. Duncan said he would publish an internal memo to City Council that states that in accordance with 6.02 of the Charter wire transfers will be treated as checks or any financial transaction that would require two signatures. Council member Jones made a motion to approve a resolution authorizing execution of transfers of funds (wire transfer) agreement with notarized memo as stated. Council member Hall seconded the motion. Motion passes 5-0.

10. CONSIDER AND APPROVE DESIGNATION OF TEMPORARY DEPUTY CITY SECRETARY

Mayor Pro Tem Holcomb made a motion to approve Paulette McClelland as Temporary Deputy City Secretary. Council member Kitchen seconded the motion. Motion passes 5-0.

11. CONSIDER AND APPROVE SALE OF TAX TRUST PROPERTIES LOCATED AT 802 COTTONWOOD AND 804 COTTONWOOD

Mayor Mask stated that the Hy-Top Club was behind on taxes and now belongs to the County, City and School District; the property was put up for sale but did not receive the minimum bid. The owner, Mr. Charles Griffin, has offered to buy the property for \$4,000.00. This would put the property back on the tax rolls. Mayor Mask stated that the county has already approved this action and this matter would also be presented to the school district for approval. Council member Hall asked if procedures had been properly followed by the county, Mr. Duncan stated that according to the tax attorney for the county; all procedures were followed according to law. Council member Gardner made a motion to approve the sale of the tax trust properties located at 802 Cottonwood and 804 Cottonwood. Council member Jones seconded the motion. Motion passes 5-0.

12. CONSIDER AND APPROVE AUTHORIZING CITY ADMINISTRATOR RONALD DUNCAN TO APPLY TO THE DEEP EAST TEXAS COUNCIL OF GOVERNMENTS (DETCOG) FOR A SOCIAL SERVICES BLOCK GRANT UNDER THE HURRICANE RITA DISASTER RELIEF FUNDING FOR A SUMMER YOUTH AND SENIOR CITIZENS ACTIVITIES PROGRAM

Mr. Duncan stated that these funds were actually left over from Rita disaster funding. This grant is 100 percent with no match and would allow the city to hire at least 20 senior citizens and at risk youths for summer jobs at a full-time status for 13 weeks. Council member Hall made a motion to approve authorizing City Administrator Ronald Duncan to apply to DETCOG for a Social Services Block Grant under the Hurricane Rita disaster relief funding for a summer youth and senior citizens activities program. Council member Jones seconded the motion. Motion passes 5-0.

13. CONSIDER AND APPROVE AUTHORIZING THE FILING OF A GRANT APPLICATION WITH FEMA ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM FOR A NEW FIRE TRUCK AND CALLING FOR A 5% MATCH IF FUNDING IS GRANTED AND AUTHORIZING FIRE CHIEF DECKARD TO ACT ON BEHALF OF THE CITY OF CROCKETT IN ALL MATTERS RELATED TO THE APPLICATION

Fire Chief Deckard stated this grant is for \$300,000.00 with a 5% match from the City. The plan is to replace Engine 6, a 1983 Ford pumper truck. Mayor Pro Tem Holcomb made a motion to approve authorizing the filing of a grant application with FEMA Assistance to Firefighters Grant Program for a new fire truck and calling for a 5% match if funding is granted and authorizing Fire Chief Deckard to act on behalf of the City of Crockett in all matters related to the application. Council member Kitchen seconded the motion. Motion passes 5-0.

14. CONSIDER AND APPROVE AN ORDINANCE AMENDING THE CODE OF ORDINANCES, CITY OF CROCKETT, TEXAS, BY THE AMENDMENT OF APPENDIX A, ZONING; AMENDING SECTIONS 201.1, 201.2, 201.3, 201.4, 201.5, 201.6, 201.7, 201.8 AND 201.9 AND THE LAND USE MATRIX, TO REGULATE THE PLACEMENT OF COMMUNICATION TOWERS FOR CELLULAR TELEPHONES, RADIO, TELEVISION AND OTHER COMMUNICATIONS; CONTAINING A SEVERABILITY CLAUSE; CONTAINING A REPEALING CLAUSE; AND PROVIDING AN EFFECTIVE DATE

City Administrator Duncan explained to council that the idea was to make the placement of these towers a specific use permit item to allow neighbors to have input and follow all guidelines of specific use permits. Mayor Pro Tem Holcomb made a motion to approve an ordinance amending the Code of Ordinances, City of Crockett, Texas, by the amendment of Appendix A, Zoning; amending Sections 201.1, 201.2, 201.3, 201.4, 201.5, 201.6, 201.7, 201.8 and 201.9 and the land use matrix, to regulate the placement of communication towers for cellular telephones, radio, television and other communications; containing a severability clause; containing a repealing clause; and providing an effective date. Council member Jones seconded the motion. Motion passes 5-0.

15. COMMENTS FROM AUDIENCE OR COUNCIL

Council member Gardner – questions regarding the Emergency Management building grant

16. ADJOURNMENT

With no more business to consider, meeting was adjourned at 6:47 P.M.

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Wayne Mask, Mayor

ATTEST:

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Mitzi Thompson, City Secretary